

BILLING OFFICIAL SETUP

Purchasing CPP (DoD)

Page 1

Agent Number _____

* Commander _____

(Print & Sign)

Billing Official Contact Information: *(Complete all information, unless indicated as optional)*

* Billing Official Name: _____ RANK / GRADE: _____
(Name 1) (max. 30 char.)

* Dept./Office/Agency Name: _____
(Name 2) (max. 19 char.)

* Address 1: _____
(max. 36 char.)

Address 2: _____
(Optional) (max. 30 char.)

* City: A P O _____ State A E Zip _____
(max. 25 char.) (max. 10 char.)

* Phone Number: _____ * DEROS: _____
(max. 18 char.)

Fax Number: _____
(max. 18 char.)

* E-mail Address: _____
(max. 60 char.)

Tax Exempt Number: _____
(max. 20 char.)

* Billing Office Limit \$ _____, _____, _____, _____ Cycle Date 2 3
(Cycle purchase limit)

* Master Accounting Code: _____
(Optional) (Max. 75 char.) (First 25 characters of Accounting Code)

(Second 25 characters of Accounting Code)

(Third 25 characters of Accounting Code)

Reporting Levels:

***Certified by:**

Date:

Level 1: 4 7 1 6 3 Level 2: 0 0 0 2 1 Level 3: _____ Level 4: _____

Level 5: _____ Level 6: _____ Level 7: _____

* To establish a C.A.R.E. logon, select one of the following and fill in:

Mother's

Father's

Child's

Maiden Name _____

Middle Name _____

Name _____

Form: BOSET-DoD
(9/98)

Favorite

Your

Pet's

Sport Team _____

Birthplace _____

Name _____

* Attach a copy of your RCO and DAU GPCard Training Certificates and DD 577.

Instructions for completing the Billing Official Set Up for RCO, Vicenza GPCard Program

The form is a USBank / DoD billing official set up form modified to meet the requirements of the Regional Contracting Office, Vicenza Italy. Should there be any problems with USBank C.A.R.E. on line system, this form may be faxed to complete the application process.

All information marked with an asterisk (*), must be completed.

- * Commander – is your unit Commander, (printed and signed).
- * Billing Official Name – First, Middle Initial, and Last.
- * Rank / Grade – enter your rank for military personnel and grade for all others.
- * Dept./Office/Agency Name – your unit's information.
- * Address 1 – your unit's box number.
- * City: APO; State: AE; and fill in your unit's zip code.
- * Phone Number – your local number or cell phone. NO DSN NUMBERS, this information is provided to USBank, which does not have dsn capability.
- * DEROS – provide the date in which you are scheduled to leave (PCS, Retire). For Local Nations, if assigned a temporary position, enter the date of when your time will expire.
- * E-mail Address – addressed assigned in the "Global Address" of Outlook, if one has not been assigned, provide your AKO e-mail.
- * Billing Office Limit – this is the combined 30-day limit of all accounts assigned to you.
- * Master Accounting Code – either the Resource Management Office or Comptroller will provide this, and they will certify by signature.
- * To establish a C.A.R.E. logon, select one of the following and fill in – pick one of the six and enter the name, team, or birthplace. The C.A.R.E. Technical Support Team at USBank uses this information in the event you forget it or make three attempts and are locked out. C.A.R.E. Technical Support Team 880 254-9885 (Toll Free)
- * Attachments – You must attach a copy of your RCO and DAU Training Certificates as well as a copy of the DD Form 577, Signature Card.

Once all of the information is completed forward to either your Resource Management Officer (RMO) (22nd ASG) or Comptroller (SETAF). For those who are not located in Vicenza, you may have a RMO or Comptroller at your location to forward to. Once they received your package, they will complete the "Certification", scan the documents, and e-mail to A/OPC and/or alternate, Ron Crowder and/or Roberto Schiavon.

If you have any questions with this form you may contact the A/OPC or alternate by phone or e-mail. Ron Crowder dsn 634-3921 / ron.crowder@rco.vic.usacce.army.mil
Roberto Schiavon dsn 634-3917 / roberto.schiavon@rco.vic.usacce.army.mil.